

## **FIRE PREVENTION OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. Fire Prevention Officers work independently in most areas with work reviewed by and special assignments received from the Chief of Fire Prevention. This class ranks directly below that of Assistant Chief of Fire Prevention.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting functional aspects of fire detection and alarm systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, determining that buildings meet fire resistance requirements for their construction type, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Inspects sites for the storage of hazardous materials; equipment and systems for the handling, transferring, or transporting of hazardous materials; and processes requiring the use of hazardous materials to insure that proper safety precautions are being followed and that all applicable codes are being met.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings. Makes a field sketch of inspected buildings, and takes photographs to document conditions at the time of the

inspection.

Receives appeals for exemptions from provisions of fire codes and processes these appeals. Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office in order to exchange information about pending cases. Testifies in court when required.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the

position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must have at least three (3) years of Fire Suppression experience with a paid Municipal Fire Department.

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